

## Migration - CV's zip archive migration

- Click the Migration link in the main Navigation menu of your eBoss database
- Click the CV's zip archive migration Tab

Here you can view and upload .zip folders containing CV's to your eBoss database.

### Uploading a File

- Click the Upload a File link
- Browse to the Zip folder on your PC
- Select it and click Open
- Your Zipped up file of CV's is uploaded to your eBoss Database

CV Zip files are usually processed at a rate of approximately 300 per hour.

### Zip Files – Awaiting Processing

The next portion of the screen displays files that have been uploaded, and are awaiting processing with the following information:

- Format
- Filename
- Date
- Status (e.g. Processed, or Awaiting Processing)
- (You can also delete files once they have been Processed)

### Zip Files – Processed

Once a Zip file has been processed onto your eBoss database, you will see it displayed in the 'Processed Docs' area towards the bottom of the screen.

- Search for a processed Doc by typing in the Search field
- Use the page numbers to navigate
- Sort the Docs by clicking on the column headings
- Choose the number of Docs to view using the dropdown menu at the bottom of the list